

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
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PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, February 11, 2019 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Erik Hoyer, Paul Ballard, Sandy Juno, Alex Renard and Kramer Rock
ALSO PRESENT: Kasha Huntowski, Kevin Cullen, Louise Pfotenhauer and Beth Lemke
EXCUSED: Bernie Erickson

CALL MEETING TO ORDER

1. Chair Kuehn, called the meeting to order at 4:36PM.
2. **APPROVE/MODIFY AGENDA**
Motion made by Alex Renard and seconded by Erik Hoyer to approve the agenda.
Vote taken. **MOTION APPROVED UNANIMOUSLY.**
3. **Museum Director Report.** Museum Director Lemke reported that the County anticipates December to close in early March 2019. She shared in her reforecast that there would likely be a small deficit for FY18 due to underperforming photograph sales and static gate in late 2019. She also shared that the month of January attendance/revenue was average and the winter weather storms have taken a toll on weekday visitation.

Museum Director Lemke provided the board updates on the weekly Bluewater meetings and the onsite survey that would provide the detail needed to continue the design development for the Core Gallery. All project work is on schedule.

From January's request for banker boxes and shelving Museum Director Lemke invited Collection Manager Pfotenhauer to the meeting to discuss the artifact moving plan and its needs. She provided the board, Chair Kuehn and Neville Public Museum Foundation Chair Renard the number of rows of pallet shelving necessary for the temporary holding space.

Discussion ensued, and it was determined that it would be necessary to have four rows of four foot units that are twelve feet wide and ten feet tall. Chair Kuehn and Neville Public Museum Foundation Chair Renard will work on the logistics of delivery and installation for the first week of April 2019. Additionally, needed supply materials include sheets of plywood, vapor barrier, duct tape and magnets for a temporary wall to separate the construction walkway and the temporary storage area. Neville Public Museum Foundation Chair Renard offered to loan two air scrubbers for which HEPA filters would need to be purchased but would significantly reduce the construction dust near the artifacts. Museum Director Lemke will work with Collection Manager Pfotenhauer on the purchase of the materials.

Museum Director Lemke shared with the Board that the Neville will be the first location of the 2019 On Broadway Inc. igNight Market series on June 15, 2019. She stated that all parties had signed the Parking Lot agreement for this event as well as Fourth of July Fire over the Fox. She also mentioned that PMI held the first Tall Ships meeting on February 6th at the Neville. The Museum staff will continue to plan for internal activities and external outreach for this district event.

4. Such other matters as authorized by law:
Next meeting of the Neville Public Museum Governing Board will be March 11, 2019
at 4:30pm.
2019 meetings dates are as follows:
April 8, 2019
May 13, 2019
June 10, 2019
July 8, 2019
August 12, 2019
September 9, 2019
October 14, 2019
November 11, 2019
December 9, 2019
5. Adjournment. Chair Kuehn, called the meeting to an end at 5:00PM.
Motion made by Kramer Rock and seconded by Sandy Juno to approve.
Vote taken. MOTION APPROVED UNANIMOUSLY.